

Creating a new leased facility in FPMT a two-stage process involving two wizards. This job aid includes instructions for both wizards.

FPMT has been expanded to meet new Governmental Accounting Standards Board (GASB) [requirements](#). In addition to new functionality, system updates include new user roles as well as changes to existing business processes. Refer to the [What's New with FPMT](#) job aid for a high-level overview of system updates, including changes to table names and user role permissions.

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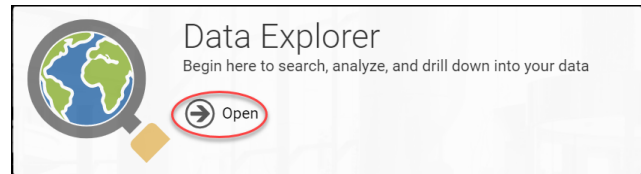
Overview


Which FPMT user roles can create a new leased facility?	<ul style="list-style-type: none"> Creating a new leased facility is a two-step process: <ul style="list-style-type: none"> Step one: The leased facility creation wizard is completed by users with the FPMT Facilities role. Users must have edit rights. Step two: Users with the FPMT Accounting role complete the Lease Review wizard, which collects the majority of the financial data. Users must have edit rights. Per agency discretion, an individual can be assigned both the Accounting and Facilities user roles.
What are the consequences of not completing step two (Lease Review wizard)?	<ul style="list-style-type: none"> The leased facility is not a valid record and will not appear on reports. For leases that are in scope for GASB, FPMT will not be able to send transactions to AFRS.
Where do I access the Create Leased Facility wizard and Lease Review wizard?	<ul style="list-style-type: none"> The Create Leased Facility wizard and Lease Review wizard are both accessed via the menu button on the agency tile.
When should I enter a new leased facility?	<ul style="list-style-type: none"> New leased facilities should be entered into FPMT no earlier than one month, and no later than two weeks, prior to the lease contract start date.
What information do I need to create a new leased facility?	<ul style="list-style-type: none"> A copy of the lease contract. A floor plan that shows the total square footage. If you are creating a new facility: <ul style="list-style-type: none"> Parcel Number Legislative District
What is the difference between creating a new facility and creating a new leased facility?	<ul style="list-style-type: none"> Facilities and leased facilities are two separate tables in FPMT. A leased facility table must be associated with a facility. The facility table captures static information about the building, such as the address, map coordinates, parcel number etc. The leased facility captures information about the tenant agency and the condition of the leased space. As part of the wizard process, you will have the option to create a new facility or link to an existing facility. Always search FPMT before creating a new facility to ensure that the building 1) is not occupied by another agency or 2) was not previously obligated to the state.
If I need to create a new facility, how do I get the unique facility identifier (UFI) into HRMS?	<ul style="list-style-type: none"> Make sure to select “yes” for the HRMS field in the facility table. The UFI will be uploaded to HRMS after the new facility record has been reviewed for accuracy and approved by OFM. Refer to the UFI Frequently Asked Questions for more information.
Why should I use the wizard?	<ul style="list-style-type: none"> The wizard simplifies the leased facility creation process by guiding you through each step and reducing manual activity in the system. The wizard also includes business rules, or validation checks, to prevent incomplete data and common data entry errors.
Wizard basics: <ul style="list-style-type: none"> The wizard opens in a new window, which will close when you complete the leased facility creation process. Once the window closes, you will need to refresh your original FPMT window to see all of the changes. Once you Save and Close, you cannot go back into the wizard. Make sure to allow enough time to complete the wizard process in one sitting. If you time out during the process, <u>you will lose your data</u>. You navigate through the wizard by clicking the Next or Previous buttons. 	

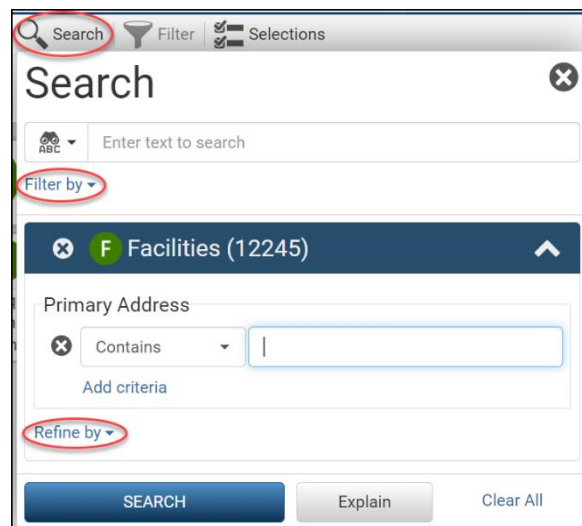
Search for the Facility

Always search for the facility to ensure it's not already part of the inventory.

1. **Open** the Data Explorer module.



2. Select the  **Search** button on the data explorer tool bar.
3. Select **Filter by** and choose **Facilities**.
4. Select **Refine by** and choose **Primary Address**.
5. Enter the street address.
→ Be aware that the system will not recognize abbreviations and full street names as the same word (e.g., St vs. Street).
→ Start with the abbreviation. If you don't find the facility, repeat the search with the full name.





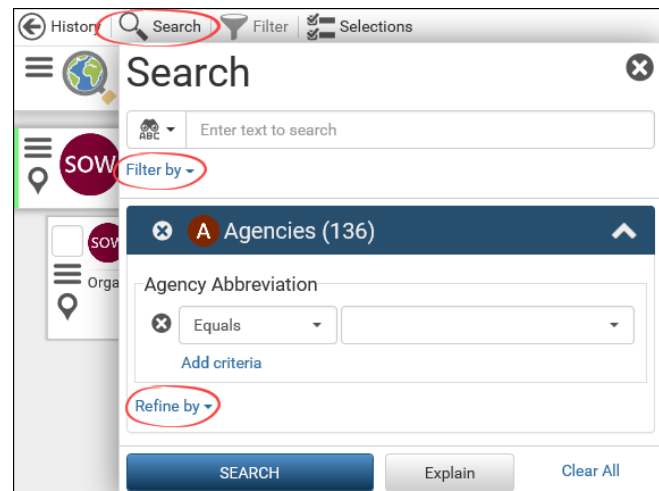
6. Select .


→ If the facility already exists in the inventory, you will link to it as part of the wizard process instead of creating a new location.

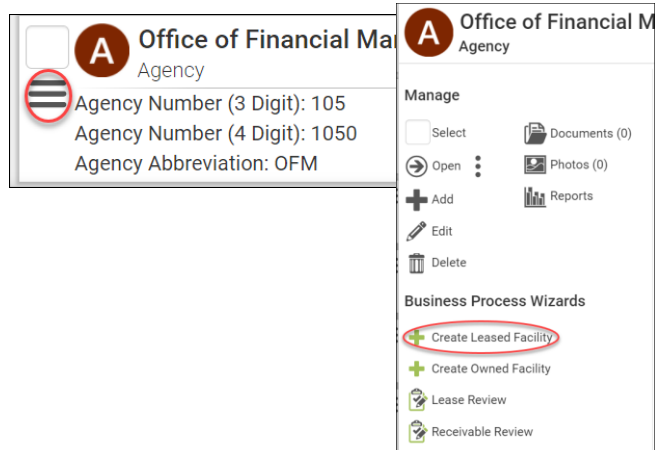
Launch the Leased Facility Creation Wizard

Navigate to the agency tile and launch the leased facility creation wizard.


1. Select the  **Search** button on the data explorer tool bar.
→ If you are doing this search immediately after the above search, select **Clear All** before continuing on to step 2.
2. Select **Filter by** and choose **Agencies**.
3. Select **Refine by** and choose **Agency Abbreviation**.
4. Enter the abbreviation.
→ These are [SAAM acronyms](#).
5. Select .



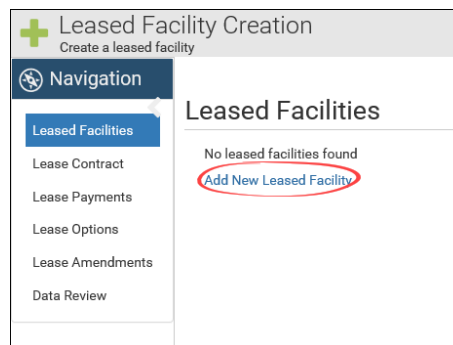
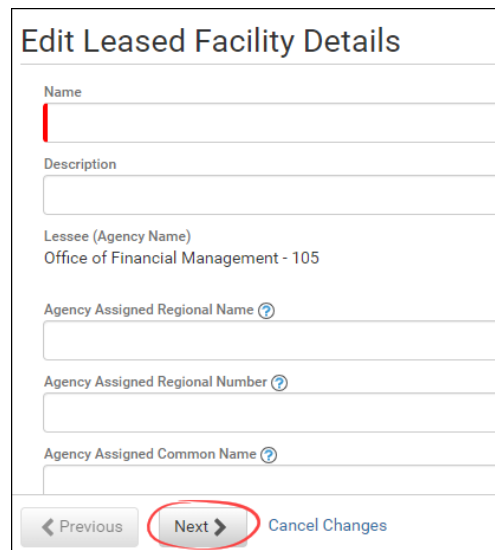
2. Select the  menu button on the agency tile.
3. Select Create Leased Facility.



Add a New Leased Facility

1. Select Add New Leased Facility
2. Enter agency data. Red fields are system required. Other required fields are noted in this job aid.
 - Additional guidance is available by selecting the information icon  next to the field name.
 - Name
 - Agency SAAM acronym – Agency common name (e.g., ES – Yakima Worksource)
 - Condition Assessment Score
 - This is a required field for all facilities (1-5 or NA).
 - The [Condition Matrix](#) table, which is available later in the wizard, is an optional way to populate this score.
 - Six-Year Facilities Plan (required)
 - Ensure this field is marked “yes” if this leased facility is in scope for the [Six-Year Facilities Plan](#). Otherwise, select “no.”

3. Select 


Superior - 1
Adequate - 2
Fair - 3
Limited - 4
Emergent Services Only - 5
Not Assessed - NA

Facility – Add New or Link to Existing

→ If you located an existing facility in your initial search, choose **Select an existing facility**.

→ If you did not find an existing facility, choose [Create a new facility](#).

Link to an Existing Facility

1. Select the  **Search** button to locate an existing facility.

2. Enter the primary address in the search box using quotation marks.

→ You can also use the UFI.

3. Select **SEARCH**

4. Select the checkbox next to the facility.

5. Select **DONE**

Facility

Select an existing facility

or

Create a new facility

Select Facility

☐ Selections
 ☐ List

Facilities

<input type="checkbox"/>	1 Ferry Rd - BLDG 9028LA01 Facility Unique Facility ID: A04976 Ownership Type: Owned - A facility that is owned by a state ag... Primary Address: 1 Ferry Rd	Select
<input type="checkbox"/>	1 Ferry Rd - BLDG 9028LA02 Facility Unique Facility ID: A03754 Ownership Type: Owned - A facility that is owned by a state ag... Primary Address: 1 Ferry Rd	Select
<input type="checkbox"/>	1 Ferry Rd - BLDG 9028LA03 Facility Unique Facility ID: A06292 Ownership Type: Owned - A facility that is owned by a state ag... Primary Address: 1 Ferry Rd	Select

DONE

Search

Select Facility

☐ Selections
 ☐ List

Search Results

Clear search


Facilities

<input checked="" type="checkbox"/>	1500 Jefferson St SE Facility Unique Facility ID: A10186 Ownership Type: Leased - A facility that is contracted for by the stat... Primary Address: 1500 Jefferson St SE	Select
-------------------------------------	---	--------

DONE

→ Your new leased facility is now associated with an existing facility record.

→ If you need to make a change, you can either **Select a different existing facility** or **Create a new facility**.

→ Once you have the correct facility, select 

→ Click/tap [here](#) to skip the new facility instructions and continue on to adding a new space.

Facility


Facility
1500 Jefferson St SE

[Select a different existing facility](#)
or
[Create a new facility](#)

< Previous
Next >
Cancel Changes

Add a New Facility

1. **Enter** agency data. Red fields are required.

→ Additional guidance is available by selecting the information icon 

- Name

→ Use the primary address. If the facility address is not unique, include a building number. (e.g., 1313 N 13th Ave – BLDG 1W165000)

- Primary address

→ This is the legal address. Refer to [USPS Addressing Standards](#).

→ The system will require a secondary address if a facility with the same primary address already exists.

→ The system will only catch duplicate addresses if they are entered exactly the same. If you are entering multiple facilities with the same primary address, make sure to use the same formatting. (e.g., Jefferson St or Jefferson Street)

Edit Facility Details

Name 

Description

Primary Address 

- **Secondary Address**
→ A secondary designator, such as a building number or name.
- **Alternative Address**
→ Only populate this field if the facility has an address other than the legal address, for example a different mailing address.

Secondary Address [?](#)

Alternative Address [?](#)

- **City – Out of State**
→ If the facility is located outside of Washington State, select Out of State at the bottom of the dropdown list on the City, County and Legislative District fields. Enter the city in the City – Out of State field.

City

City - Out of State [?](#)

County

Zip Code

Zip +4

State

Country

- **Property Tax Parcel or Account Number (required)**
→ This information can be found on the county assessor's website.
- **Latitude & Longitude (required)**
→ FPMT will automatically populate this data after you geocode the facility.
- **Legislative District**
→ Based on location of the facility. You can locate the legislative district on the [Legislature's website](#).
- **Registered Historic Property**
→ If unsure, refer to the Department of Archaeology and Historic Preservation for more information
- **Essential Public Facility**
→ Essential public facility refers to public facilities that are typically hard to cite and critical to state government. Refer to [WAC 365.196.550](#), [RCW 36.70A.200](#), [RCW 47.06.140](#) or [RCW 71.09.020](#).

Property Tax Parcel or Account Number [?](#)

Latitude [?](#)

Longitude [?](#)

Legislative District [?](#)

Registered Historic Property [?](#)

Essential Public Facility [?](#)


- Facility Type (Building or Structure) – **only buildings are included in the facilities inventory**
 - ➔ A building is a facility with at least one wall, a roof and permanent foundation, regardless of occupancy.
 - ➔ A structure is a real property improvement constructed on or in the land, which is not a building.
- Property Class
 - ➔ Auto-populated based on the primary space type with the most square feet in the Space table.
- Surplus
 - ➔ Select “yes” if the facility is no longer needed by the agency and can be surplus.


Facility Type	<input type="text"/>
Property Class ?	<input type="text"/>
Surplus ?	<input type="text"/>

- Campus
 - ➔ Is this facility part of a campus? (Yes/No)
- Campus Identification Number
 - ➔ As defined in the Energy Star Portfolio Management System. The format should be the agency SAAM number and campus ID (e.g. 405-0123).
- Conditioned Space
 - ➔ Select Yes if the facility meets the criteria for conditioned space as defined by the Washington State Energy Code. This code defines conditioned space as any facility which has a room or area that is being heated or cooled, containing uninsulated ducts or with a fixed opening directly into adjacent conditioned space.

Campus ?	<input type="text"/>
Campus Identification Number ?	<input type="text"/>
Conditioned Space ?	<input type="text"/>

- Portfolio Management Identification Number
→ Populate this field with the value from the Energy Star Portfolio Management system.
- Parent Portfolio Management Identification Number
→ Populate this field with the value from the Energy Star Portfolio Management system.
- Energy Use Intensity (EUI)
→ Populate this field with the value from the Energy Star Portfolio Management System.
- Does this facility meet the Clean Buildings Act standard?
→ Refer to the Department of Commerce's [website](#) for more information on compliance criteria.


Portfolio Management Identification Number 


Parent Portfolio Management Identification Number 

Energy Use Intensity (EUI)


Does this facility meet the Clean Buildings Act standard?

- Facilities Inventory
→ Select "yes" if the facility is a building with at least one wall, a roof and a permanent foundation, regardless of occupancy.
- HRMS
→ Select "yes" if the facility serves as a duty station for employees.
- OFM Validation Date
→ All new facilities are saved in pending approval status. OFM must review key data for accuracy and will change the status of the facility to "approved" and populate the OFM validation date.

Facilities Inventory 

HRMS 


Comment

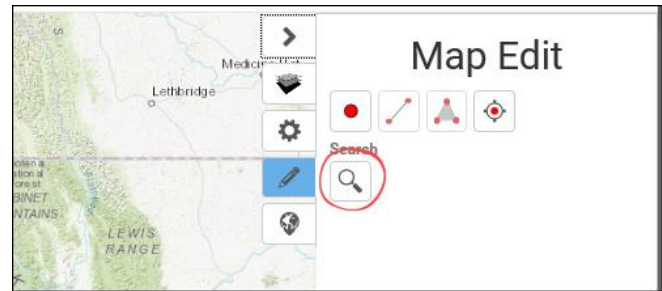
OFM Validation Date 

2. **Select** Edit Geometry to geocode your facility (place a point on the map).
→ You must geocode the facility or manually populate the coordinates.

Edit Geometry

SAVE CHANGES Cancel Changes

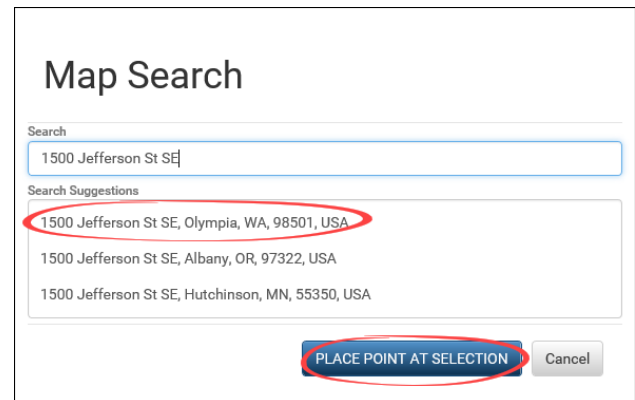
3. Select the search  button.




4. Enter the street address – the system will populate addresses in the dropdown menu.

5. Select the appropriate address.

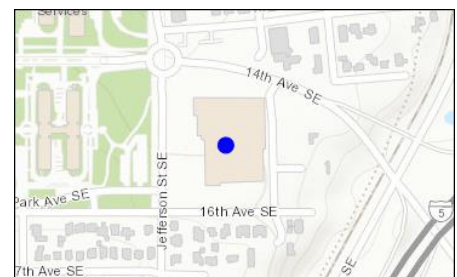
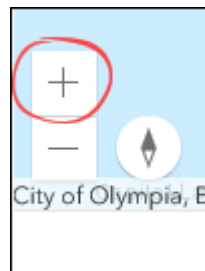
6. Select Place Point at Selection



The screenshot shows the 'Map Search' interface. A search bar contains '1500 Jefferson St SE'. Below it, 'Search Suggestions' are listed, with '1500 Jefferson St SE, Olympia, WA, 98501, USA' circled in red. At the bottom, the 'PLACE POINT AT SELECTION' button is also circled in red, next to a 'Cancel' button.

7. Select the  button to zoom in on the map.

→ A dark blue dot will appear at the specified address.



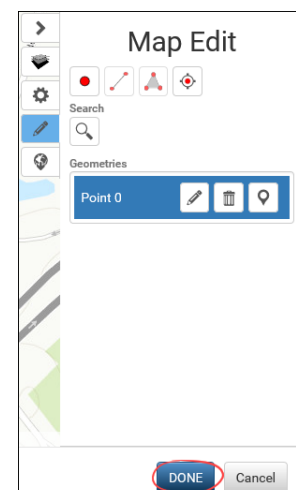
8. If the point is in a road, you will need to move it so it is on the actual facility.

A. Select the dot – it will become light blue.

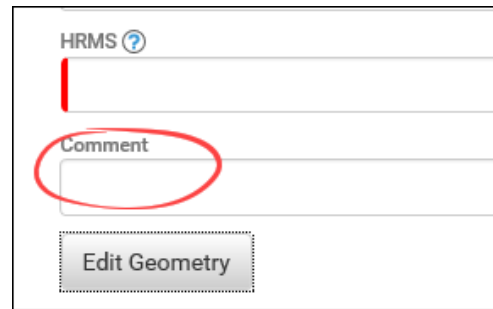
B. Move the dot to the approximate center of the building.

C. Click/tap anywhere on the map to change the dot back to a darker blue.

9. Select Done.



→ In the event that a building shape does not exist yet at the address you have entered, do your best to approximate the location and add a comment.

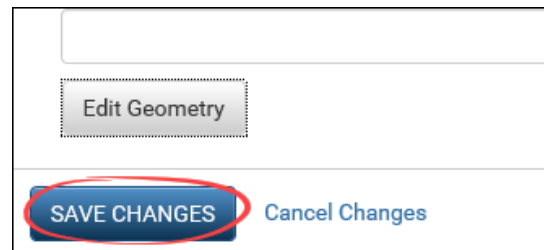


HRMS ?

Comment

Edit Geometry

10. Select SAVE CHANGES

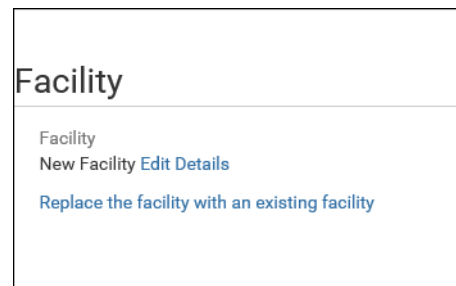


Edit Geometry

SAVE CHANGES Cancel Changes

→ Your new leased facility is now associated with a new facility record.

→ If you need to make a change, you can either **Edit Details** for your new facility or **Replace the facility with an existing facility**.



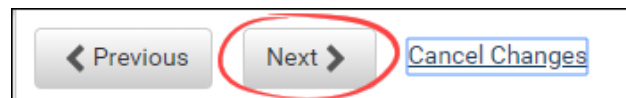
Facility

Facility

New Facility [Edit Details](#)

[Replace the facility with an existing facility](#)

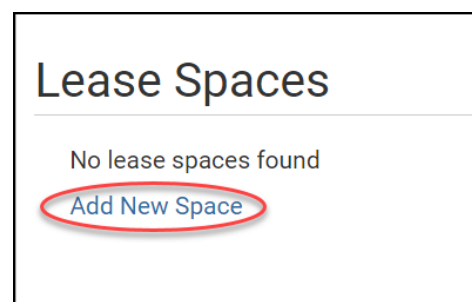
11. Select [Next >](#)



[< Previous](#) **[Next >](#)** [Cancel Changes](#)

Add a New Space

1. Select Add New Space




Lease Spaces

No lease spaces found

[Add New Space](#)

2. Enter agency data. Red fields are required.



→ Select the information  icon for additional guidance about fields.

- Name
 - Tenant SAAM Acronym – Space ID (e.g., DSHS – 0001)
- Space ID
 - A unique number to identify the space (e.g., 0001)
- Tenant

Edit Space Details

Name	<input type="text"/>
Description	<input type="text"/>
Space ID 	<input type="text"/>
Tenant 	<input type="text"/>

- Square Feet
 - The sum of all space square feet cannot exceed the total square feet in the lease contract.
- Square Feet Measurement Type (dropdown)
- Primary Space Type (dropdown)
 - Refer to the [Property Class & Space Type Categories](#) job aid for additional information.

Square Feet 	<input type="text"/>
Square Feet Measurement Type	<input type="text"/>
Primary Space Type 	<input type="text"/>

- If part of your new space is available for use by another agency, refer to the [Available Space](#) job aid for details on how to advertise for potential collocation.
 - If Available Space is marked “yes,” you must populate the **Annual Full Service Rate per Square Foot** and **Available Occupancy Date** fields.


Available Space 	<input type="text"/>
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→ If this leased facility is in scope for the [Six-Year Facilities Plan](#), you must populate the following additional fields:


- Number of Offices
- Number of Cubicles
- Number of Touchdown Spaces
 - Refer to any unassigned workspace (office, cube, bench etc.) that could be used for hoteling as a touchdown space.

Number of Offices 	<input type="text"/>
Number of Cubicles 	<input type="text"/>
Number of Touchdown Spaces 	<input type="text"/>

- Number of Resident Users
- Number of Externally-Mobile Users

→ Select the information  icon for definitions.

Number of Resident Users 



Number of Externally Mobile Users 

3. Select SAVE CHANGES

SAVE CHANGES Cancel Changes

→ Once the new space is saved, you can update the information by selecting the details icon or delete the space by selecting the trash can.

Lease Spaces

Space Name	Space ID	Details	Delete
Space	001		

[Add New Space](#)

4. Navigate to the next needed form.

- To add operating costs, select

[Next >](#)

→ Operating costs are required for facilities that are in scope for the [Six-Year Facilities Plan](#). Costs only need to be entered during the plan data collection cycle. If this facility is being entered off-cycle (in an odd year, e.g., 2023), you can skip this table and enter operating costs manually the next year.

- To skip operating costs and add a condition matrix, select

[Next >](#)

→ A condition assessment score is required for all facilities in the inventory. The condition matrix is an optional way to populate that score. Refer to the [condition matrix](#) job aid for more details.

- To skip operating costs and condition matrix, select

[Next >](#)

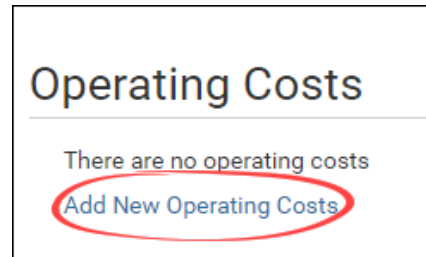
→ To skip ahead to the lease contract instructions, click/tap [here](#).

[< Previous](#) **Next >** [Cancel All Changes](#)

[< Previous](#) [Next >](#) **SAVE CHANGES** [Cancel Changes](#)

Add Operating Costs

1. Select Add New Operating Costs



Operating Costs

There are no operating costs

Add New Operating Costs

2. Enter data. Red fields are required.

- Name
 - Fiscal year (e.g., FY 2022)
- Operating Costs ID
 - A number to identify the record (e.g., 1)
- Fiscal Year (**required**)
 - Enter 2022
 - It is critical that this field is properly populated. OFM's baseline report pulls data based on this field.



Edit Operating Costs Details

Name

Description

Operating Costs ID

Fiscal Year

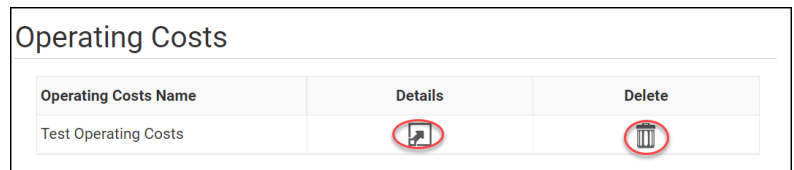
Parking Annual Cost



Assessment Annual Cost

SAVE CHANGES Cancel Changes

3. Select SAVE CHANGES

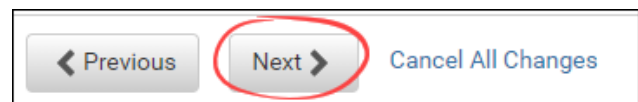
→ Once the operating costs table is saved, you can update the information by selecting the details icon or delete it by selecting the trash can.



Operating Costs Name	Details	Delete
Test Operating Costs		

4. Navigate to the next needed form.

- To add a condition matrix, select **Next >**
- To skip the condition matrix, select **Next >** and then select **SAVE CHANGES**.
- To skip ahead to the Lease Contract instructions, click/tap [here](#).



◀ Previous **Next >** Cancel All Changes



◀ Previous Next > **SAVE CHANGES** Cancel Changes

Add a Condition Matrix

1. Select Add New Condition Matrix

Condition Matrix

There are no condition matrices

[Add New Condition Matrix](#)

2. Enter data. Red fields are required.
→ Refer to the [Condition Matrix](#) job aid for more information.
3. Select SAVE CHANGES

Edit Condition Matrix Details

Name

Description



Date of Assessment

Facility Support and Response Time

Satisfaction

[SAVE CHANGES](#) [Cancel Changes](#)

→ Once the condition matrix is saved, you can update the information by selecting the details icon or delete it by selecting the trash can.

Condition Matrix		
Condition Matrix Name	Details	Delete
Test Condition Matrix		



4. Select SAVE CHANGES

[← Previous](#)
[Next >](#)

[SAVE CHANGES](#) [Cancel Changes](#)

→ If you need to edit any of the data you have previously entered, select the details icon. To delete all of the data that you have previously entered, select the trash can.

Leased Facilities

Leased Facility Name	Details	Delete
Test Leased Facility		

[Add New Leased Facility](#)

5. Select [Next >](#)

[← Previous](#)

[Next >](#) [Cancel All Changes](#)

Add a Lease Contract

→ The majority of lease contract data will be entered separately via the [Lease Review wizard](#), which is only accessible to users with the Accounting user role and edit rights.

1. Enter agency data. Red fields are required.

- Name
 - Use the lease number
- Lease Number
 - Lease numbers must be unique; they cannot be used for more than one record.

Edit Facility Lease Contract Details

Name	<input type="text"/>
Lease Number	<input type="text"/>
Lease Primary Address ?	<input type="text"/>
Lease Secondary Address ?	<input type="text"/>
Lease City ?	<input type="text"/>

- Lease Square Feet
 - Make sure the square feet in your space table matches the square feet in your lease contract.
- Leased Square Feet Type (dropdown)
- Lease Start Date
- Lease End Date
 - For long-term leases with no end date (e.g., with the federal government), populate an end date 10 years out from when you enter the lease in the system.
- Month-To-Month
 - Select "yes" if this is a month-to-month lease. If there is no specific end date, enter an end date one year out from the start date.




Leased Square Feet ?	<input type="text"/>
Leased Square Feet Type ?	<input type="text"/>
Lease Start Date	<input type="text"/>
Lease End Date	<input type="text"/>
Month-To-Month	<input type="text"/>

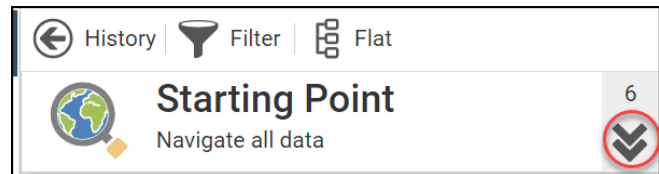
2. Select

Next >

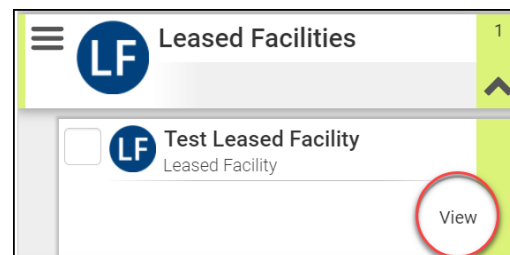
<div> <div> < Previous </div> <div> Next > </div> <div> Cancel All Changes </div> </div>
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Review Your Data

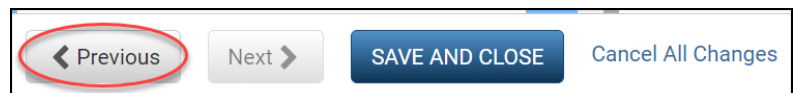
1. **Select** the  **Hierarchy** button to change to the  **Flat** view. You can now see all of the tables you have added or edited as part of the wizard process.
2. **Select** the arrows  on the Starting Point tile to expand all of the tiles below.



3. **Select** View on each tile to see the data you have entered.
4. **Review** your data.



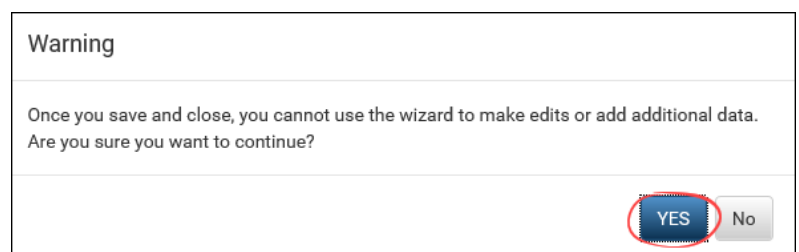
→ To edit your data, use the Previous button to navigate back to an earlier screen.



5. **Select** SAVE AND CLOSE to complete the wizard.
6. You will see a warning that lets you know you can't go back into the wizard after saving and closing. If you don't need to make any additional edits, select YES.



→ When you complete the wizard, the window will automatically close. FPMT will still be open in the original window. You will need to refresh your screen in order to see your changes.



Notify FPMT Accounting User or Continue to Lease Review Wizard


Once the leased facility creation wizard has been completed, the remaining lease contract data will need to be entered separately via the Lease Review wizard (instructions below). Contact your agency's FPMT accounting user to complete this second step, unless you have both the Facilities and Accounting user roles.

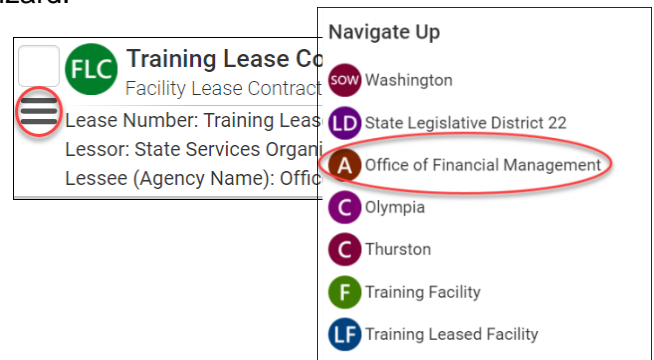
The new leased facility is not a valid record until the additional financial data has been entered, so it is critical that the second step is completed in a timely manner. Until the remaining financial data is entered, the leased facility will not appear on reports, and FPMT will not be able to send any transactions to AFRS.


Launch the Lease Review Wizard

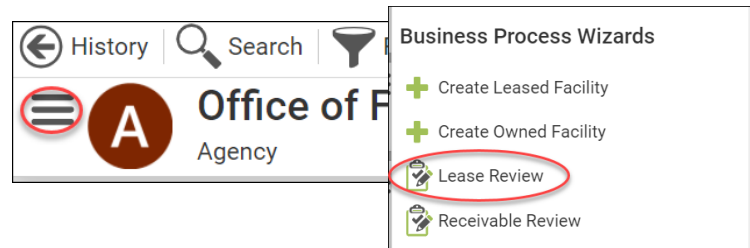
The Lease Review wizard displays all of your agency's active lease contracts and gives you the opportunity to update the lease contract table and add lease payments, options and amendments. You can go back into this wizard as often as necessary. This job aid is focused on steps relevant to the facilities inventory. If you have questions about GASB functionality, contact your [OFM Statewide Accounting consultant](#).

You will need to navigate to the agency tile to access the wizard.


1. Select the  menu button on the new lease contract tile.
2. Select your agency from the Navigate Up section to open the agency tile.













3. Select the  menu button on the agency tile.
4. Select Lease Review under Business Process Wizards



Select Lease Contract to Update

1. Select the  Details icon to open the lease contract data
→ If your agency has a number of leases, use the search box to narrow your results.

Lease Name	Lease Number	Lease Start Date	Lease End Date	Details
A01121 OFM	A01121 OFM	01/01/2017	09/30/2022	
Lease Contract #1	Lease Contract #1	06/30/2019	06/29/2021	
OFM Lease Contract #12	OFM Lease Contract #12	06/30/2019	06/29/2021	
Renewal Facility Lease Contract/VL	Renewal Facility Lease Contract/VL	06/30/2021	06/29/2023	
SRL 14-0121	SRL 14-0121	12/31/2015	12/30/2021	
SRL 18-0118	SRL 18-0118	11/30/2018	11/29/2023	
SRL 18-0118 Demo	SRL 18-0118 Demo	11/30/2018	11/29/2023	
SRL 20-0044	SRL 20-0044	10/31/2020	10/30/2025	
Test Lease Contract	Test Lease Number	08/31/2021	08/30/2026	
Training Lease Contract	Training Lease Contract	06/30/2022	06/29/2024	

Enter Remaining Lease Contract Data

- Enter** agency data. Red fields are system required. Other required fields are noted in this job aid.
 - Lessor
 - Lease Type
 - Dropdown menu
 - Real Estate Authority
 - Dropdown menu
 - Lease Executed Date
 - The date the last party signed the lease
 - Full Service (**required**)
 - Select "Yes" if the lease is fully serviced. This will auto-populate most operating cost fields to "lessor paid"
 - Select "No" if the lease is not fully serviced.
 - Operating Cost Fields
 - Dropdown fields – select lessor or lessee paid. If a cost is not applicable, select N/A.
 - Capitalized
 - Will this lease contract be capitalized? If FPMT will send accounting entries to AFRS, the answer is always "Yes."
- Select [Next >](#)

Edit Facility Lease Contract Details

Name
Training Lease Contract

Description

Lease Number
Training Lease Number

Lessor ?

Lease Type

Real Estate Authority ?

Lease Primary Address ?

Full Service ?

Assessment

Bulbs/Tubes

Natural Gas

Electric

Capitalized ?

Add a Lease Payment

- Select** Add New Lease Payment
- Enter** agency data. Red fields are system required.
 - Name
 - Payment Type – Series Number (e.g., Base Rent – 1)
 - Payment Series Number
 - Use sequential numbers for the series (e.g., 1, 2, 3)
 - Payment Frequency
 - Dropdown menu

Lease Payments

There are no lease payments

[Add New Lease Payment](#)

Edit Lease Payment Details

Name

Description

Payment Series Number

Payment Frequency

- Payment Type
→ Dropdown Menu
- Payment Amount
- Payment Start Date
- Payment End Date

3. Select SAVE CHANGES

You now have the option to edit your payment by selecting the Details icon or delete by selecting the trash can.

Repeat this process if there is more than one payment series.

→ You must enter a series for each time the rent amount changes.

→ If there is no base rent, or if you are receiving free rent for a portion of the lease term, enter a payment for \$0.

→ If there is is amortized tenant improvement costs associated with this leased facility, you would enter those costs as a lease payment series.

4. Select [Next](#)

Add a Lease Option (if applicable)

1. Select Add New Lease Option, if applicable.

2. Enter agency data. Red fields are required.

- Name
→ Use Option Type – Option Number (e.g., Cancel – 1)
- Option Number
→ Options should be numbered sequentially (e.g., 1, 2, 3)
- Option Type
→ Dropdown menu
- Option Description
→ Provide a brief description of the clause

Payment Type

Payment Amount

Index Rate ?

Payment Start Date

Payment End Date

Day Payment Initiated ?

SAVE CHANGES

Cancel Changes

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Base Rent - 1	1		

[Add New Lease Payment](#)

Lease Options

There are no lease options

[Add New Lease Option](#)

Edit Lease Option Details

Name

Description

Option Number

Option Type

Option Description

Option Date

Reasonably Certain Option Will Be Exercised ?

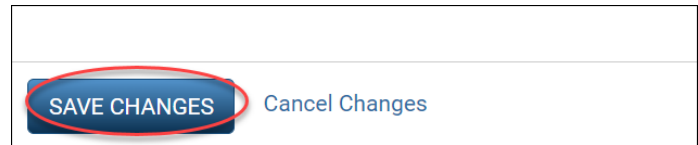
Exercise Price ?

Comment

- Option Date
- Reasonably Certain Option Will Be Exercised (yes/no)
 - Determines whether the payment should be included in the lease liability and lease asset calculations.

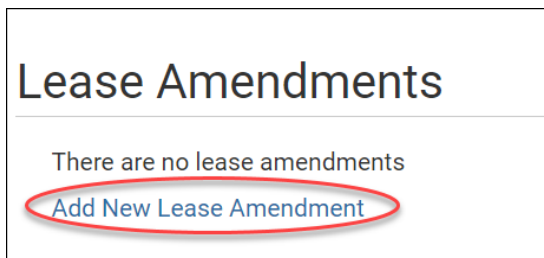
3. Select SAVE CHANGES

4. Select Next




Add a Lease Amendment (if applicable)

- 1. Select** Add New Lease Amendment, if applicable.

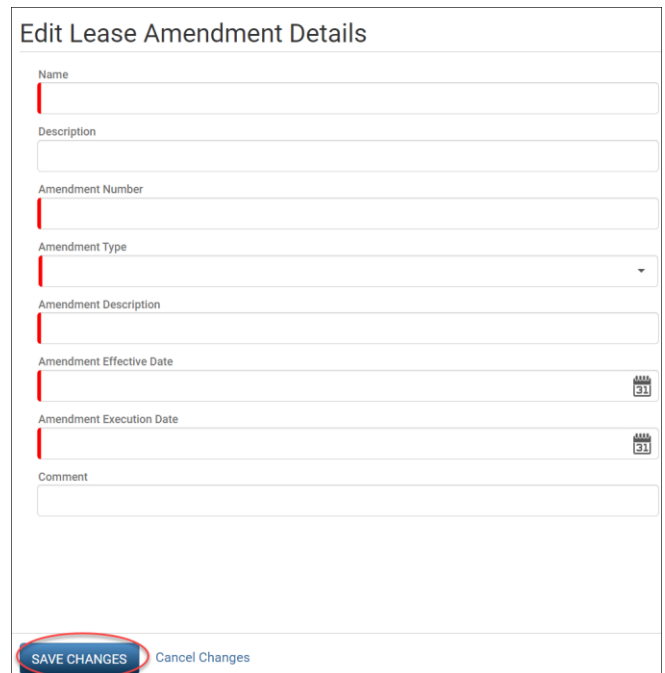


- 2. Enter** agency data. Red fields are required.

→ Refer to the [amendments job aid](#) for more details.

- Name
 - Use Amendment Type – Amendment Number (e.g., Extension – 1)
- Amendment Number
 - Amendments should be numbered sequentially (e.g., 1, 2)
- Amendment Type
 - Dropdown menu
- Amendment Description
 - Provide a brief description of the amendment
- Amendment Effective Date
- Amendment Execution Date
 - The date the last party signed.


3. Select SAVE CHANGES



4. **Select SAVE CHANGES**
5. Most amendments require updates to other tables in FPMT. Additionally, a copy of the amendment must be attached in FPMT for all amendments. Refer to the [Amendments job aid](#) for instructions.



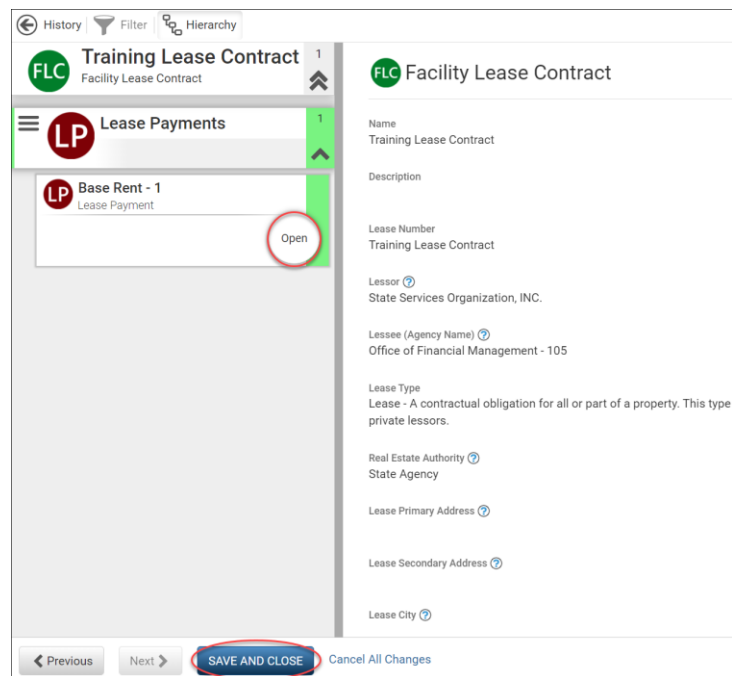
Review Your Data

1. **Select**  three times to navigate through the Land Lease and Other Asset Lease tables to reach Data Review.





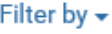


2. **Select** Open on each tile to review your data. If you need to make a correction, select the Previous button to go back to an earlier table.
3. **Select SAVE AND CLOSE.**
4. The window will automatically close, and you will be returned to your original FPMT window.
 - Your new leased facility record is now complete.
 - You'll need to refresh your screen to see your changes.

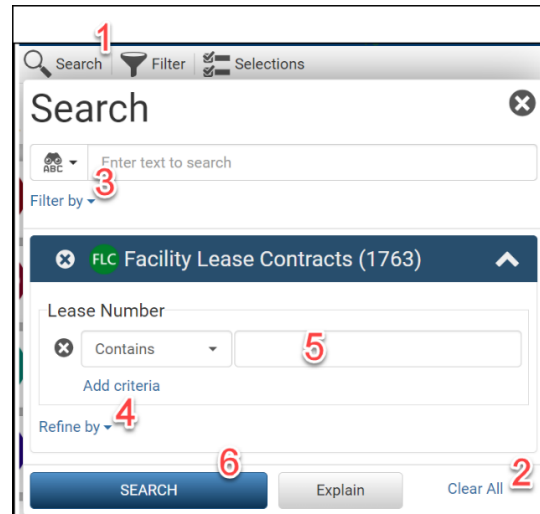
Note: Continue to the next page to upload a copy of the lease contract.




Upload Copy of New Lease Contract

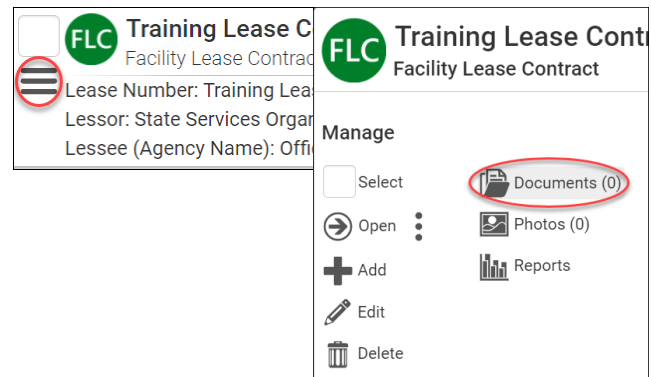
You will need to navigate to the new lease in order to attach a copy of the contract.

1. Select the  Search button on the data explorer tool bar
2. Select 
3. Select  and choose **Facility Lease Contracts**
4. Select  and choose **Lease Number**
5. Enter the lease number
6. Select the  button



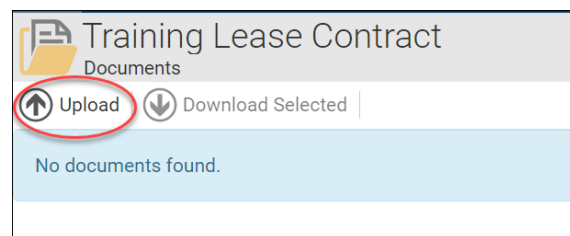
The screenshot shows the Search interface with the following elements highlighted by numbered callouts: 1. Search button, 2. Clear All button, 3. Filter by dropdown, 4. Refine by dropdown, 5. Lease Number input field, and 6. SEARCH button.

7. Select the  menu button on the new lease contract tile.
8. Select Documents
→ The document manager will open in a new window.



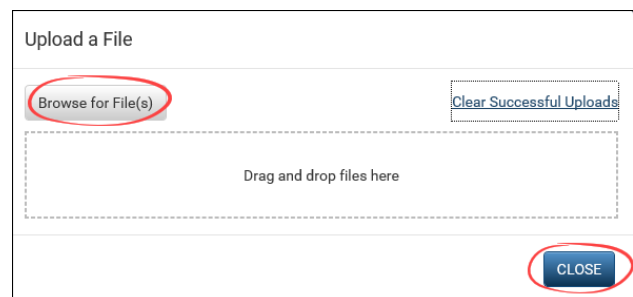
The screenshot shows the Training Lease Contract tile. The menu is open, and the 'Documents (0)' option is selected, which opens the document manager.

9. Select the  Upload button.



The screenshot shows the Training Lease Contract Documents view. The 'Upload' button is highlighted with a red circle.

10. Browse for, or drag and drop, the file.
11. Select CLOSE.



The screenshot shows the 'Upload a File' dialog. The 'Browse for File(s)' button is highlighted with a red circle, and the 'CLOSE' button is also highlighted with a red circle.